



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Financial Analyst I
Posting Number	PN# 109892
Department	Houston Emergency Center
Division	9-1-1 Emergency
Section	
Reporting Location	5320 North Shepherd *
Workdays & Hours	Varied, normally M – F *
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Performs routine technical work involving analysis of financial statements and reports, preparation of work papers, schedules, graphs, charts and reports. Develops preliminary interpretations and provides recommendations to management. Assists department accounting staff in meeting their financial and accounting functional goals. Maintains financial programs in accordance with established procedures. Analyzes financial statements and reports. Compiles financial data and prepares work papers, schedules, graphs, charts and reports as required. Performs other duties and special projects as required.

WORKING CONDITIONS

Performing these duties will involve: the ability to visually observe and differentiate details and colors; walk, sit and/or work at computer terminal for extended periods; lift, pull or push physical objects and able to lift up to twenty (20) pounds; operate city vehicles; attend to details amid distractions; analyze abstract information; and adjust to interruptions and changes. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Finance, Accounting, Business Administration or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

One (1) year of professional experience in finance, budget analysis, economics or a closely related field.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Strong computer skills working in Windows 95/98 environment with proficiency in spreadsheets and working knowledge of databases, preferably Microsoft Office. Preference will be given to applicants with working knowledge of Advantage Financial. Ability to interact professionally with other City and Houston Airport System employees.

SELECTION/SKILLS TEST REQUIRED Application review and/or interview.

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 15	
\$1,086.00 - \$1,270.00 Biweekly	\$28,236.00 - \$33,020.00 Annually

OPENING DATE April 19, 2006

CLOSING DATE OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** Telecommunication Device for the Deaf (TDD) Number is (713) 837-9496.

An equal opportunity employer